



## **Office of Environmental Laboratory Certification On-Site Evaluation Documentation**

An on-site evaluation is scheduled for your laboratory in the near future. To enable the Office of Environmental Laboratory Certification to perform the evaluation more efficiently, **the following items must be submitted on a CD or flash drive to our office two weeks before the scheduled evaluation:**

- ☐ Current personnel listing for all analysts performing analyses in the field or laboratory. The list must document the name, time employed, and parameters performed.
- ☐ Standard Operating Procedures (SOPs) for all certified parameters/methods. The manufacturer's instructions cannot be substituted for a SOP. The SOPs must document the approved method reference and date of the last revision. All SOPs must include a revision history documenting all revisions that have been made to the current SOP.
- ☐ Quality Assurance Plan with the date of the last revision. This plan can be incorporated with the SOPs for small laboratories.

**The following information must be available for review at the time of the on-site evaluation:**

- ☐ Training records for analysts performing analyses in the field or laboratory. SOP training, review, and sign off; IDCs (Initial and Continuing Demonstration of Capability); MDL (Method Detection Limit) studies, if applicable; and unknown sample analysis. Also include other training related to their job duties.
- ☐ Chain-of-custody forms (completed) for all types of samples collected and analyzed for regulatory compliance determinations. Include chain-of-custody forms for your lab as well as for contract laboratories. Provide a list of locations where regulatory samples will be collected and/or analyzed.
- ☐ Certificates of Analysis (COA) from any contract labs performing regulatory analyses.
- ☐ List of equipment used for field and laboratory analyses including, but not limited to, meters, incubators, refrigerators, waterbaths, etc. **A copy of this list of equipment must be provided to the Laboratory Certification Officer at the time of the evaluation.**
- ☐ All field equipment used for field measurements such as pH, DO, chlorine residual, along with pertinent calibration and analysis records.
- ☐ Calibration and analysis records for Proficiency Testing (PT) studies for the last two years as well as the reports obtained from the PT provider.
- ☐ Calibration, analysis records, pertinent quality control data for all certified parameters/methods.